

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION	
Emergency Preparedness and School Safety Drill Procedures	1016

Pursuant to Commission LEA policy 3201 – School Safety and Commission LEA policy 3202 – Emergency Preparedness, authorized charter schools are required to conduct emergency preparedness drills and to adopt school safety procedures /emergency response plan to ensure the safety of students and staff. The purpose of this procedure document is to lay out the minimum expectations regarding required school safety drills for charter schools authorized by the Commission. Charter operators shall follow all federal and state laws, policies, and regulations even if it is not explicitly stated in these emergency preparedness procedures. These procedures cover:

- [Required Safety Drills](#)
- [Completion of Safety Drill Logs](#)
- [Forms and Appendices](#)

**Required Safety Drills and Emergency Response Plan.** As required by law, authorized charter schools shall conduct various emergency safety drills throughout the school year in order to ensure student and staff preparedness in the event of an emergency. Additionally, each school shall have an emergency response plan that includes, but is not limited to: fire, tornado, earthquake, flood, bomb threat, and armed intrusion. This plan should be kept in a secure place within the school where all members of the school safety team are able to access it.

Schools are required to conduct the following drills annually:

- (1) One (1) fire drill requiring full evacuation of the school building every thirty (30) school days during the school year;
- (2) One (1) additional fire drill requiring full evacuation of the school building within the first thirty (30) calendar days of the beginning of the school year (this drill cannot count as the required monthly fire drill);
- (3) One (1) armed intruder drill annually in coordination with local law enforcement; and
- (4) Three (3) additional safety drills during the school year, which may include inclement weather, earthquake, intruder, or other emergency drills not requiring full evacuation.

If a school lies within 100 miles of the New Madrid Fault Line, at least two (2) of the three (3) additional safety drills required in number (5) above must be an earthquake drill.

Each school must conduct four (4) fire safety educational announcements throughout the year, and the content for the announcements shall be developed by the school. Please see the attached [Emergency Drill Announcement Scripts](#) for sample fire safety announcements. Completion of these educational announcements shall be recorded in the [Safety Drill Log](#).

Annually, schools must also submit a proposed schedule of required safety drills and fire announcements for the upcoming school year in accordance with the deadline set forth in the Commission's reporting calendar.

**Completion of Safety Drill Logs.** Each authorized charter school shall complete all required documentation immediately following the completion of the drill. A hard copy of the [Safety Drill Log](#)

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contained within these procedures and a safety drill evaluation form shall be kept on file in the school and be available upon request for review. (There is a sample [Safety Drill Evaluation Form](#) contained within these procedures.) Additionally, the drill log shall be submitted to the Commission monthly in accordance with the deadlines set forth in the Commission's reporting calendar.

- Safety Drill Evaluation Form
  - Each drill evaluation form should include the following information:
    - (1) Type of drill (e.g., fire drill, earthquake drill, lockdown, etc.) and whether a full evacuation was completed;
    - (2) Date of drill;
    - (3) Start time of drill;
    - (4) End time of drill;
    - (5) Comments regarding issues encountered during the drill;
    - (6) Comments regarding proposed remedies for issues encountered during the drill; and
    - (7) Name, title, and signature of principal or designee responsible for conducting the drill and ensuring that issues encountered are remedied.
- Safety Drill Log
  - Each drill log entry shall include the following information:
    - (1) Type of drill (e.g., fire drill, earthquake drill, lockdown, etc.) and whether a full evacuation was completed;
    - (2) Date of drill;
    - (3) Start time of drill;
    - (4) End time of drill; and
    - (5) Name, title, and signature of principal or designee responsible for conducting the drill.

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#### Forms and Appendices

- [Safety Drill Evaluation Form](#) – *sample template*
- [Sample Emergency Drill Announcement Scripts](#) – *sample announcements*
- [Safety Drill Log](#) – *required*

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### Safety Drill Evaluation Form

School Name: \_\_\_\_\_

☐ Drill

Date: \_\_\_\_\_

☐ Real Emergency Event

☐ Fire   ☐ Earthquake   ☐ Bomb Threat   ☐ Lockdown   ☐ Armed Intruder   ☐ Other: \_\_\_\_\_

Start Time:	AM PM	Time Building was Completely Evacuated or Locked Down:	AM PM	Time All Students and Staff Accounted For:	AM PM
<b>*FOR EARTHQUAKE AND DRILLS REQUIRING EVACUATION*</b>					
<b>STUDENT AND STAFF RESPONSE</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
All students and staff quiet and orderly.					
Staff close doors as they leave (but leave unlocked).					
All staff and students "drop, cover, hold" (earthquake).					
<b>SCHOOL SAFETY TEAM RESPONSE</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
Restrooms and hallways cleared of students.					
Effective radio/intercom communication.					
All students and staff are accounted for.					
Appropriate first responders contacted immediately.					
<b>BUILDING ISSUES</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
Emergency alarms/announcements heard in all areas of campus.					
Evacuation assembly area clearly identified and effective for accounting of all staff, students, and guests.					
<b>*FOR DRILLS REQUIRING LOCKDOWN*</b>					
<b>STUDENT AND STAFF RESPONSE</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
All students and staff on floor and quiet.					
All classroom doors locked.					
<b>SCHOOL SAFETY TEAM RESPONSE</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
Announcement on intercom is clear (repeat if necessary).					
All exterior doors locked and lockdown signs posted.					
Restrooms and hallways cleared of students.					
School safety team meets at command center to take appropriate next steps.					
Effective radio/intercom communication.					
Appropriate first responders contacted immediately.					
All students and staff are accounted for.					
<b>BUILDING ISSUES</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
All door locks functioning properly.					
Intercom can be heard in all areas of campus.					

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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_____	_____
Drill Supervisor Name and Title	Drill Supervisor Signature

### Sample Emergency Drill Announcement Scripts



## Emergency Drill Announcement Scripts

Fire drills requiring full evacuation shall be held at least one time every 30 school days, with two fire drills occurring during the first 30 full days of the school year. Additionally, four fire safety educational announcements will be conducted throughout the year. The school district can develop the content of the educational announcements or utilize the scripts provided below. A record of all fire drills, including the time and date, shall be kept in the respective school or institutional offices and shall be made available upon request to the state fire marshal, or the state fire marshal's deputies or assistants, for inspection and review (T.C.A. § 68-102).

1. A fire can breakout with little or no warning. The more prepared you are, the safer you will be. Know your emergency evacuation routes at school and at home. Don't forget to identify a secondary evacuation route in case your primary route is not available.
2. A fire can breakout with little or no warning. The more prepared you are, the safer you will be. Emergency supply kits can help you be prepared. Items to keep in your emergency kit include a flashlight, batteries, first aid kit, whistle, phone lists, paper, pencil, water, and non-perishable snacks.
3. A fire can breakout with little or no warning. The more prepared you are, the safer you will be. Smoke detectors should be located on every floor of your home and near all places that you and your family sleep. Smoke detector batteries should be changed on a regular basis.
4. A fire can breakout with little or no warning. The more prepared you are, the safer you will be. Have a meeting location at school and at home that everyone will gather after a fire evacuation. A meeting location will help you quickly verify that everyone made it out safely.
5. A fire can breakout with little or no warning. The more prepared you are, the safer you will be. Once you evacuate due to a fire, NEVER go back inside a burning building. Once out, stay out. Firefighters will rescue anyone who needs help.

**TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION****Emergency Preparedness and School Safety Drill Procedures****1016****Safety Drill Log****School Name:** \_\_\_\_\_**School Year:** \_\_\_\_\_

Use the log below to record all necessary information for each drill conducted throughout the school year. You may add multiple drills per month, as there will be times when more than one (1) drill occurs during a calendar month. The drill log is due to the Commission every month in accordance with the reporting calendar. The following drills are required:

<b>1<sup>st</sup> 30 days Fire Drill</b>	<b>Fire Drills</b>	<b>School Bus Safety</b>	<b>Armed Intruder</b>	<b>Additional Drills</b>
One (1)	At least one (1) every thirty (30) school days + four (4) fire safety announcements	Optional	At least one (1)	At least three (3)

<b>Drill Period</b>	<b>Drill Type</b>	<b>Evacuation?</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Supervisor Name and Title</b>	<b>Signature</b>
August							
September							
October							
November							

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December							
January							
February							
March							
April							
May							



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June							
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Fire Safety Announcements (Date): (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_